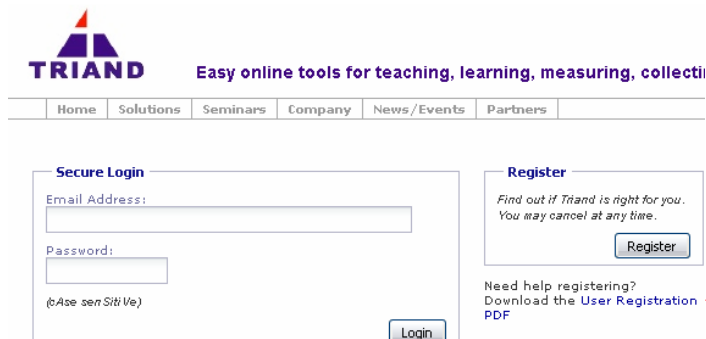




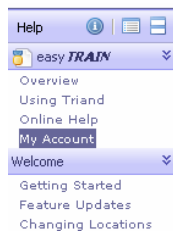
## Licensure in Triand

The area of professional licensure has been added to Triand. All certified professionals are encouraged to register for the licensure component in Triand. This document will help with the process of adding the licensure role to your Triand access. The first step is to register with Triand. A pdf document can be found at <https://www.triand.com/tdi2/Public.asp?cmd=dmcsj&f=login> to assist with the registration process.



Click on this link to download a document to assist with registering with Triand if you've not registered before.

For those who have already registered with Triand, look on the right side of the screen, click on the My Account link.



Scroll to the bottom of the page and click the link that reads:

[+ You can register again to request additional access.](#)

Verify the information that comes up. Note: Birth date must be entered with “ – “. Example: 10-20-1980. Once all information is correct, click Continue at the bottom of the page.

Scroll to the bottom of the next page and choose Professional Licensure and Certification.



**Professional Licensure and Certification**

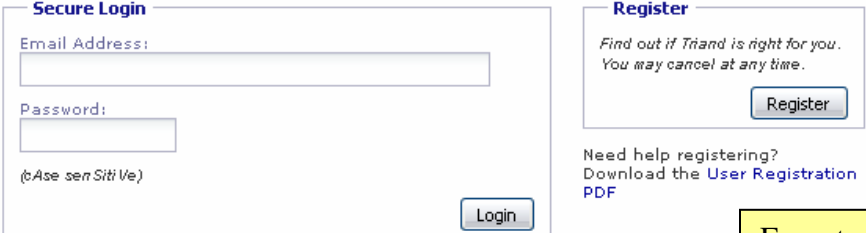
This account allows you to monitor and manage your personnel record held by your state agency. To name just a couple of the many features this profile will allow, you will be able to register for professional licenses and certifications, and track your professional development.

In the next screen, fill in your social security number (no dashes) and birth date. Accurate information is critical for you to be granted access to the site. All information is secure and encrypted for protection. Click Continue.

Select Arkansas Professional Licensure, then Standard Professional Licensure when the page changes.

You should get a message that you have registered and can now log in.

Click on log in again now that you have registered for licensure. Enter your email address that you used when registering with Triand and password. If you forgot your password, you can click on the Forgot Your Password? Link and Triand will email your password to the email address that you registered with.



**Secure Login**

Email Address:

Password:

(Case sensitive)

[Forgot your password?](#)

**Register**

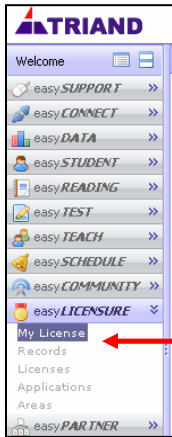
Find out if Triand is right for you.  
You may cancel at any time.

Need help registering?  
Download the [User Registration PDF](#)

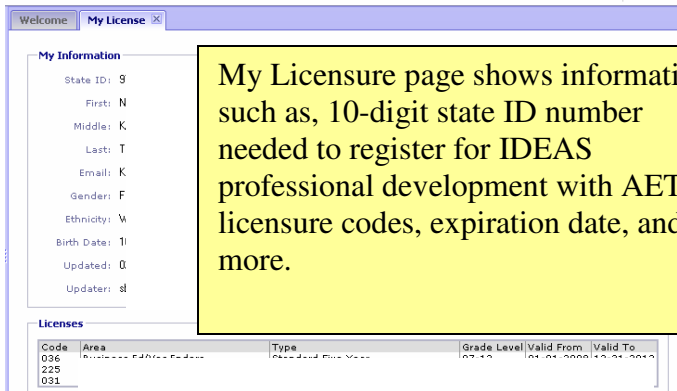
Forgot your password? Click on the link to have your password emailed to you.

If your information during registration was authenticated, easy LICENSURE will be available in the menu on the left side of the screen (it will look dark blue). Click on the My License link under this menu to see your information.

If easyLICENSURE is not available (looks dim), you can click on My Account on the right side of the screen to see if your access is pending. You will receive an email once authorized by a license administrator. This will enable you to access the easyLICENSURE link on the left.

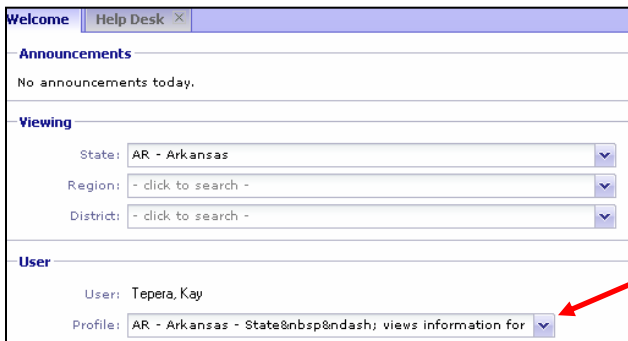


My Licensure link will be dark blue if access is granted.



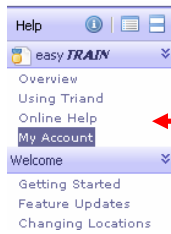
My Licensure page shows information such as, 10-digit state ID number needed to register for IDEAS professional development with AETN, licensure codes, expiration date, and more.

To view all profiles that you have registered for in Triand, go to the Welcome page and click on the Profile drop down menu to change profiles. When using the Licensure profile, the only information available in Triand will be licensure. You have to change back to another profile to view student information or assessments.



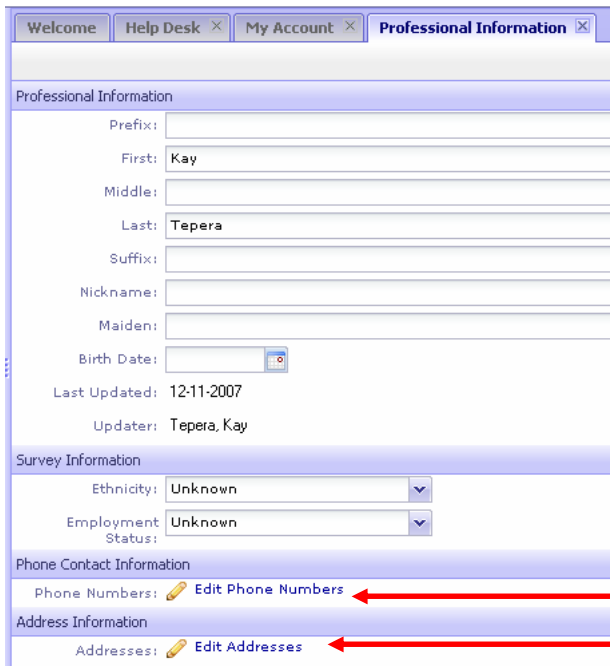
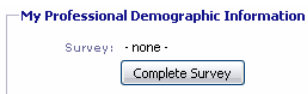
Click on the arrow at the end of the Profile window to change profiles.

After changing your profile back to your regular role, go to the right side menu and click on My Account to finish the registration process with licensure.



Click on My Account to complete the licensure registration process.

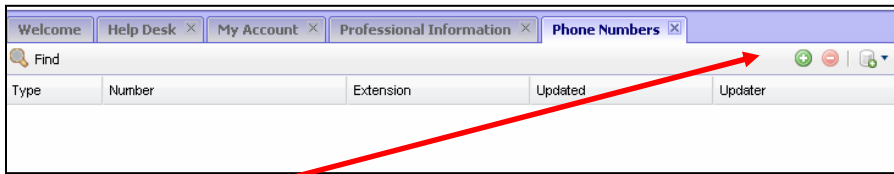
In the center of the screen that opens, you will see My Professional Demographic Information and a button that reads, "Complete Survey". Click on this button to complete the licensure survey process.



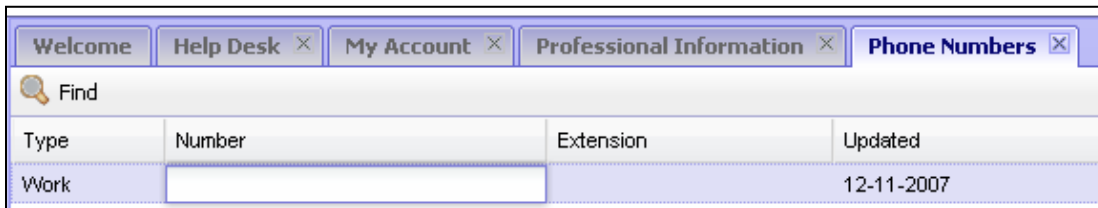
A new tab opens for your professional licensure information (survey). You may update this information to give phone contact and address information. Click on the Edit Phone Numbers link to add phone numbers to your information.

Update information in this screen.

Click on Edit Phone Numbers or Edit Addresses to update your information.



**Click on the Plus icon to add a phone number. When your information changes, you can click on the minus icon to delete out a phone number.**



**Double click in the Number column to add a phone number. Close the tab to save.**

**The process works the same for the address information.**